



City of Torrance - Community Services Department

Park Building Party Reservation Policy



Park Building Rental

Picnic Buildings are available for party rental at the following parks:

Park	Address	Capacity	Kitchen
Alta Loma Park	26126 Delos Drive, Torrance, CA 90505	40	Full
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, CA 90277	30	Partial
El Retiro Park	126 Vista Del Parque, Redondo Beach, CA 90278	65	Full
La Romeria Park	19501 Inglewood Avenue, Torrance, CA 90503	35	Full
McMaster Park	3624 Artesia Boulevard, Torrance, CA 90504	50	Full
Sea Aire Park	22730 Lupine Drive, Torrance, CA 90505	50	Full
Sur La Brea Park	23610 Cabrillo Avenue, Torrance, CA 90501	40	Partial
Walteria Park	3855 242 nd Street, Torrance, CA 90505	40	Partial

Torrance residents, groups and organizations may make park building reservations nine (9) months in advance. Non-resident individuals, groups and organizations may make reservations two (2) months in advance. All applications must be received by 9am the Monday before the weekend of the event (or 5 business days in advance). Online reservations may be made a maximum of two (2) months in advance regardless of residency.

Park Building capacities are listed for audience style seating with several tables, for dining capacity reduce by 20%. All tables are 6' long rectangles. Please call for table & chair quantities. Full kitchens have an oven/stove, refrigerator, sink and counter space with electricity. Partial kitchens do not have an oven/ stove. El Nido has a mini-fridge.

Park Building reservations are available to private groups on weekends between the hours of 8am – 4:30pm. Weekdays and weekend evenings are only for non-profit meeting groups (private parties are not allowed). Please see the Park Building Meeting Reservation Policy for further details.

Making a Reservation

Booking priority is given in the following order:

1. Online Booking Site: www.TorranceCA.Gov/FacilityBooking. A convenience fee applies for online credit card processing. Online bookings may only be made two (2) months in advance.
2. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
3. E-Mail & Fax: Forms can be found at <http://www.TorranceCA.Gov/home/services/parks/park-buildings>.
4. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

Booking Policies

Proof of residency is required by Torrance residents to get a discount. The items we can accept are: driver's license, utility bill, car registration or car insurance.

The applicant, payer and proof of residency must all reflect the same name. We cannot accept a check or credit card from anyone besides the applicant.

All applicants must complete the Credit Card Authorization Form and sign the Damages, Overage and Improperly Incurred Expenses Agreement. Under normal circumstances, your card will not be charged. In the event of damage, cleaning or late departure, the customer will be notified prior to their credit card being charged. Customers that do not possess a credit card will need to pay a refundable deposit of \$100 by cash or check. Please allow 6-8 weeks for the deposit to be returned by check.

Park Building Fees

Resident	Non-Resident
\$40 per hour	\$50 per hour

Please indicate the actual reservation hours with a minimum of two hours for any rental. All groups are required to complete their own set-up and clean-up of the Park Building and ensure the cleanliness upon departure, please plan accordingly. The Park Rangers are to open & close the facility, you will not be issued a key.

*Late Departures will be charged for the extra time. Fees will be deducted from the deposit or charged to the credit card on file. Fee charge will be \$30 for every portion of ten minutes that the facility user stays past the scheduled time. (Example: 11 minutes = \$60). An additional charge of \$25 will be applied for staffing costs and administrative duties performed.

Picnic Area & Bouncer Policy

A Park Building reservation is for the inside only. Picnic area and bouncer reservations, in conjunction with park building reservations, are allowed at El Nido, El Retiro and Waltheria Parks. If booking a bouncer, you are required to also book a picnic area. Please see the [Picnic Area](#) webpage.

General Policies

Amplified Sound (microphones, speakers, DJ's, bands, etc.) is not allowed in park buildings. Small radios/ Bluetooth are acceptable at a low volume.

Caterers may drop off food. If cooking/ serving in the park they must obtain a Business License by calling 310-618-5923. All food service must take place within the area you reserved. Food trucks are not allowed. No exchange of money may take place in the park.

No alcoholic beverages of any type are allowed on city parks or fields, or in any park facility (TMC 49.2.6). Smoking is prohibited at ALL city parks (TMC 49.2.11).

Ponies/petting zoos are prohibited at ALL city parks (TMC 49.2.7) and all dogs must remain on leash (TMC 41.1.5).

The Facility Booking Cancellation Policy can be found online at www.TorranceCA.Gov/services/parks/park-buildings.